

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

Number: 13	Subject: VACANCY (Egyptians)	Date: June 5, 2012
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Position Title:	Monitoring and Evaluation Specialist
Position Number:	60-00
Duration:	One year with option to renew
Organization:	USAID/Program
Salary Potential:	FSN-11/12 – pending classification
Application Deadline:	06/20/2012
Salary Range for a Fully Qualified Candidate:	LE 141,697 Gross Per Annum This is the Gross Annual Salary before deducting taxes

BASIC FUNCTION OF POSITION

The incumbent serves in the USAID/Egypt Program Office, reporting to the Deputy Director of the office as a senior Egyptian USAID Program Specialist. S/he provides senior level program backstopping to Technical Offices, analytical and evaluation support and advice to the Program Office Director and Senior Management in the Mission in the areas of strategic development, program design and results achievement. The incumbent will be asked to backstop one or more Technical Offices, comprising health, economic growth, democracy and governance and/or the education office. The incumbent also supports, working in a team context, the entire Egypt assistance program which totals \$250 million annually, with a \$100 to 300 million local currency equivalent program as well per year, along with approximately \$800 million of bilateral programs already underway. The U.S. economic assistance program includes all forms of project & program assistance and involves virtually all sectors of the Egyptian economy.

The Program Office is responsible for analysis and research which supports strategy formulation/revision and program/policy development and evaluation; and supports the development of program indicators, targets and results, as well as timely multi-disciplinary analysis of development

issues. All Program Office staff are also substantively involved in Mission operations activities through their backstopping.

The incumbent assists the Program Office Director in managing a complex set of services, including strategic and program analysis from the diplomatic, policy, political and social science perspectives, as well as the economic viewpoint.

Her/his work focuses on strategic development and revision, program planning, performance monitoring and evaluation in addition to the design and management of multi-disciplinary studies and analyses of various development issues that may be of a cross-cutting nature. These issues include quality of life, unemployment, regional disparities, information technology, youth and gender. Finally, the incumbent leads development of the Performance Plan and Report (PPR) for the USAID Mission and the entire US Embassy as required annually on progress towards results across the entire USG portfolio. This report is reviewed and approved by the US Ambassador to Egypt prior to presentation to Washington..

The incumbent provides advisory assistance to Mission Management, selected Technical Teams and senior Egyptian counterparts. This assistance includes advisory, analytical, interpretive, evaluative, budgetary, representation, negotiation, design, and performance monitoring services across all sectors of USAID assistance to Egypt.

Most vitally, the incumbent is the senior local hire in the Mission providing guidance, advice and training to USAID and US Embassy staff regarding monitoring and evaluation requirements for US foreign assistance programs. The incumbent must be able to read and apply complex guidance on requirements for monitoring and evaluation, provide critical feedback and advice to USAID and State Department staff regarding design of assessments and evaluations, insure that all Washington guidance is met, and also interface with high level Government of Egypt officials from the Ministry of International Cooperation and other technical ministries, as well as the donor coordination group, the Development Partners Group (DPG), regarding evaluations of USAID programs as well as advice on monitoring and evaluation of other donor assistance programs.

MAJOR DUTIES AND RESPONSIBILITIES

1. SO/RP Team Backstopping: 50%

- a. Provides analytical (economic, social science, political, statistical and methodological) support to various Technical Teams in development and preparation of:
 - Strategic plans and revisions to strategic plans;
 - Operational Plans, and Performance Plans and Reports;
 - Performance indicators, targets and monitoring systems, and Performance Management Plans (PMPs),
 - Portfolio Review materials, monitoring timely spending of pipeline, progress towards results, and identification and resolution of implementation issues;
 - Timely obligations and budgeting for new programs;
 - Waivers and other requirements for project implementation;
 - Designs for new projects and activities, including Concept Papers, Project Authorization Documents;

- Budgeting plans and issues;
 - Statements of work;
 - Project agreements with the Government of Egypt; and
 - Program impact evaluations.
- b. Interprets USAID policy, strategy, regulations and program planning requirements for USDH Mission officers and to senior GOE officials. Works with Technical Teams to develop, articulate, implement and evaluate sector strategies. Advises on negotiation positions and strategy from the standpoint of GOE developmental priorities as well as Mission policies, objectives and funding levels. As team member, prepares, negotiates, implements and monitors the performance of activities advises on needed strategy and activity design revisions and/or redirection.
 - c. As the Program Office representative on Technical Teams, s/he continually monitors and provides analysis of factors which impede or facilitate the achievement of Strategic Plan objectives. Represents the Program Office on various teams and at annual portfolio reviews, and clears on all project documents relating to impact evaluations/assessments or requiring programmatic/strategic approval. Maintains a close working relationship with project management staff at all levels regarding project design, implementation and performance monitoring. In a team context, makes project site visits to assess project implementation progress, as warranted, brings implementation problems or issues to the attention of responsible Mission personnel and provides options or solutions for their resolution.
 - d. Designs, leads and provides training to USAID employees from Egypt and other Missions, and US Embassy employees as well on monitoring and evaluation efforts for foreign assistance.

2. Strategic Analysis and Evaluation

50%

- a. Provides critical cross-cultural perspective on major policy and programmatic issues affecting the design, obligation and implementation of the U.S. Economic Assistance Program in Egypt.
- b. Prepares analytical and other special reports on cross-cutting, sectoral evaluation, design, and implementation issues in addition to goal and sub-goal level issues, such as Egypt's economic competitiveness. Identifies program-wide issues which arise in project design and implementation. Prepares for Mission management analytical papers providing recommendations for their resolution. Participates, as warranted, in selected evaluations and assessments as a full evaluation team member. This is important in providing the evaluation efforts with a more relevant USAID and host country perspective on the major issues and recommendations.
- c. Administers, on a selected basis, research activities related to cross-cutting development issues such as unemployment, poverty, regional disparities, youth and gender. Oversees and provides guidance to the research and special studies-related work of short-term senior U.S. economists and other consultants working for the Program Office.
- d. Develops and maintains close working relationships with senior officials from the government, private and NGO sectors in Egypt, as well as the donor community and other USG agencies in order

to promote USAID's developmental strategy and help achieve impact results. Interprets a wide array of USAID policies to MIC (Ministry of International Cooperation) and GOE officials in other Ministries and organizations (including Ministry of Foreign Affairs), relating to the allocation and use of USAID funds and USAID's \$4 billion five-year strategic plan. Negotiates with MIC and other Egyptian counterparts related project agreement documents, as well as specific activity funding levels, objectives and implementation procedures for cross-cutting and/or evaluative studies. S/He also actively engages several Egyptian think tanks and research institutions in academia and the private sector in high priority developmental issues. Presents evaluation and performance monitoring findings to audiences inside and outside of USAID.

- e. Conducts briefings for senior State, USAID and Congressional visitors on USAID/Egypt development strategy, objectives, programs and projects (including Partnership for Economic Growth activities); and on Government of Egypt development priorities and plans. S/He frequently uses oral and written presentation skills in the economic, political, and diplomatic contexts, and covers a wide range of subjects, including technical, budgetary, programmatic and strategic.
- f. Serves as a senior policy and program advisor to the Mission Director on various strategy, policy and program issues that cut across the entire USAID portfolio. Incumbent is a member of the strategy working group, which is tasked with developing the next strategy for USAID/Egypt. Represents USAID at Embassy, donor, think tank, GOE and Egyptian private sector meetings and functions.

REQUIRED/DESIRED QUALIFICATIONS:

- a. **Education:** A BA degree in economics, political science, management or in a social science discipline related to international relations and economic development is required. At least one post-graduate degree in any of the above disciplines is highly desirable. Academic training in social science statistics is highly desirable.
- b. **Experience:** Seven to ten years of progressively responsible professional experience in the design, negotiation, management, implementation, and evaluation of economic development activities, preferably donor-assisted, are required.
- c. **Language:** Fluency in both spoken and written English (level IV) and Arabic is required.
- d. **Knowledge:** Thorough knowledge of international development strategies, program policies, regulations, and procedures is required. Thorough knowledge of strategies, objectives, and priorities in relation to the development of the Egyptian economy is desired. Thorough knowledge of the objectives and methodologies of programs/projects backstopped is desired. Extensive knowledge of the Egyptian political and legal framework; the organization and structure of the Egyptian economy; and GOE development plans, policies and priorities are required.
- e. **Abilities And Skills:** Excellent analytical and conceptual skills to analyze and interpret data from different sources, to prepare reports and analyses, and to assess the impact of USAID programs/projects on socio-economic development in Egypt are required. Excellent interpersonal skills to develop and maintain effective working relationships with senior GOE counterparts, private sector, NGO, university/think tanks, other donor counterparts and USG agencies, in addition to staff

in technical and other directorates in USAID/Egypt are required. Versatile negotiating techniques and strong presentation and consensus-building skills to develop, negotiate, and evaluate economic development assistance programs/projects; and to influence policies and decisions through negotiations and recommendations are desired. Good managerial skills to oversee the work of senior USPSC and consultants, to manage analytical and special study activities and contractor/evaluation teams are desired. Excellent English drafting, report writing and presentation skills are required.

POSITION ELEMENTS:

- a. **Supervision Received:** The incumbent reports to the USDH Deputy Director of the Program Office. The incumbent also reports, on a selected basis, directly to the Program Office Director, the Mission Director and Deputy Mission Director. Desired results are indicated in terms of general overall objectives; determinations of the professional or technical methods to be used are left entirely to the discretion of the incumbent. The incumbent independently plans and carries out job responsibilities that include formulation, monitoring and evaluation of the Mission's development strategy as well as specific backstopping for many Mission programs. Complete reliance is also placed on the incumbent to independently plan and carry out activity management and development duties, and to provide advisory and analytical reporting services to top Mission management covering several or all sectors of the USAID Program in Egypt.
- b. **Exercise of Judgment:** Considerable judgment is exercised in evaluating program/project proposals from a programmatic and strategic perspective; in advising on strategy changes or redirection, in a political/diplomatic context as well as from an economic perspective; in identifying and resolving project design and implementation issues and problems in a team context; in evaluating the impact of USAID Strategic Objectives on Egypt's socio-economic development; in preparing scopes of work for, and selecting consultant teams, and in designing and managing special studies/analyses of a cross-cutting nature or that addresses priority development issues.
- c. **Authority to make Commitments:** Negotiates with senior GOE (including MIC) officials the purpose, objectives and funding levels of special activities undertaken by the Program Office. Represents USAID at meetings with the private sector, NGOs, academia, donors and USG agencies, and has the authority to present and defend USAID strategy; negotiate and make technical commitments; and explain and clarify USAID rules, regulations and congressional earmarks/restrictions. The incumbent influences policies and decisions through negotiations, consensus-building and recommendations, based on a comprehensive understanding of the USAID program and Egypt's development problems and priorities and a high level of analytical capability.
- d. **Nature, Level and Purpose of Contacts:** Maintains contacts with a wide array of GOE Ministries and technical agencies (including MIC) at the Ministerial and Under-Secretary levels. Officially represents the Program Office, and, in some instances, the USAID Mission at GOE, private sector, NGO, donor, and US Embassy meetings and professional functions. Maintains contacts with Egyptian research institutions, think tanks and NGOs that engage in development, in addition to bilateral and multilateral donors, US Embassy and other USG agencies in order to present USAID's strategy, exchange information and assess progress, and to negotiate and make technical commitments. Obtains and analyzes information on GOE's plans and priorities with regard to a strategic fit with U.S. economic assistance, negotiates the scope and funding levels of activities

managed by SAE, such as special studies, impact assessments and research activities. Interprets USAID policies and strategies and provides advice in these areas. Provides advice to USAID officials on GOE development constraints, plans and priorities; works on a collegial basis with USAID technical and staff officers on matters relating to project design, evaluation, and implementation and strategy backstopping/team activities. Maintains contacts with and oversees the work of short-term U.S. and local consultants.

- e. **Available Guidelines:** Strategic Plan, Mission Resource Request, Operational Plan, Automated Directives System (ADS), USAID evaluation guidelines, US State Department Office of the Director of Foreign Assistance (F) guidance, USAID policy papers and Mission Orders.
- f. **Supervision Exercised:** The position will have direct supervisory responsibility for 2 USAID FSN staff. The position will also have responsibility for overseeing and evaluating the work of short-term senior U.S. economists and other consultants working on various studies and research activities in SAE.

SELECTION CRITERIA:

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	15%
Experience*	30%
Language Proficiency*	15%
Knowledge*	20%
Skills & Abilities*	20%
TOTAL	100%

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application.** quoting the position number, to USAID Human Resources Office, by no later than COB of the application deadline noted above. Applications can be submitted via e-mail to usaidhr@usaid.gov, inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases

exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES & THE USAID MISSION EXTERNAL WEBSITE (Egypt.usaid.gov). HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.

Priority will be given to qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph
USAID/Human Resources Officer**